

## **A Guide for Referees and Court Supervisors applying for Tournaments**

The aim of this document is to assist Referees and Court Supervisors (especially newer officials) with some advice on what and how to apply for selections made by LTA Officiating. The document also gives tips on obtaining work from other sources.

- **Applying for LTA staged tournaments**

- Referees and/or Court Supervisors can apply to work at LTA Staged Tournaments via the Officiating Calendar that is normally produced four times a year. LTA Officiating will send an email notifying Officials when a calendar is open. Accredited Referees can apply for Referee, Control Desk and Court Supervisor positions. Accredited Court Supervisors will only be considered for Court Supervisor positions.
- Any Referee may be considered for selection to work at a tournament one tournament grade above that of their referee grade. Therefore, an R4-graded Referee can be considered for a Grade 3 tournament. It is highly unlikely that an R5-graded Referee will be selected for anything higher than a Grade 4 tournament as a Referee. R5 or R4 Referees should not expect to get appointments for any events above grade 3 Winter Regional Tours as a Referee. Such Officials could apply for County Cup Events but generally these appointments will go to Referees graded R3 or higher as they will have passed the National Referee Course where training given on County Cups and League Planner.
- Occasionally LTA Officiating will send out an email with a supplementary list requesting officials urgently as a short notice opportunity. It may be worth applying for these but again selections may be subject to the grade of the tournament. However, in exceptional circumstances, LTA Officiating may select an R4 or R5 to fill a position.
- The tiers of tournaments in the Referee Fees and Expenses document and the Grades of Tournaments will give an indication of what grade of Referee is likely to be required. For example, ITF Tournaments usually require an ITF Badge holder or for Junior Nationals, British Tours, and the Winter National Tour only R2s and above are likely to be considered. All grades of Referees and Court Supervisors may be considered for Court Supervisor roles.
- If you are unable to honour a selection please remember to withdraw from that event as soon as possible, preferably at least 2 weeks before the event itself. This is so a replacement official can be selected with as much notice as possible. However, we are aware there may be circumstances that mean an individual is unable to do this and all that is asked is they inform LTA Officiating as soon as possible.

- **How are LTA selections made?**

- In most cases, the Referee and Control Desk positions that are advertised by LTA Officiating are heavily oversubscribed and therefore LTA Officiating considers several criteria when making selections, which include but are not limited to the following:
  - Grade of the Referee
  - Grade of the event
  - Age group of the event

- Location of the tournament/official
    - Selections previously made in that calendar year
    - Tournament Director requirements
    - Referees on development groups.
  - LTA Officiating make the draft selections and then circulate them to the ABTO Selections Panel. The Panel members review the selections to represent the interests of ABTO members by monitoring the correct application of the current grading and selection policies to try to ensure that members are selected for sufficient tournaments to meet the requirements of their grade. Panel members then feed their comments back to the Panel Administrator who collates the comments and returns them to LTA Officiating for consideration before a final decision is made by the LTA Officiating Manager. The final selections are communicated to the ABTO Selections Panel to use for future reference when scrutinising selections.
  - A similar process is followed for Court Supervisor selections, where the Court Supervisor grade of each official, the grade of the tournament, locality of the official and selections already made in that calendar year are considered. In some cases, may be necessary to select a Referee without a Court Supervisor grade for a tournament to meet the needs of the tournament.
  - There is a separate Designate Calendar and procedure for appointments to professional events.
- **Tips for obtaining work from other sources**
    - Many appointments are made locally or by independent Competition Organisers and so are not on the list of events in the LTA calendar. Although some of these events do ask the LTA to appoint Referees and/or Court Supervisors so occasionally may be listed on the LTA calendar.
    - Use your local knowledge and approach Clubs and Competition Organisers in your area to see if any officials are required. Also contact the LTA Competition Development Partner (CDP) in your Region to see if they can help. Both Referees and Court Supervisors could volunteer to be a Court Supervisor to gain additional valuable experience.
    - Take advantage of the ABTO Mentoring Programme to gain support and advice on what to apply for or who to contact in your area.
    - Ensure that your contact details are correct and visible in the Officials Area of the LTA website so that you can be contacted if other Officials wish to offer you work.
    - If you have access to a venue that does not currently run many competitions, you could consider setting up and running your own tournaments as a Competition Organiser and Referee. For more information on this contact your LTA Competition Development Partner (CDP).

Finally remember all Referees and Court Supervisors must enter all work that they do on to their LTA Referee Work Card by 15<sup>th</sup> November each year.

Any official who has any queries regarding selections should contact either a member of the ABTO Selections Panel ([abto.selections@gmail.com](mailto:abto.selections@gmail.com)) and/or Matthew Morrissey, LTA Officiating Manager